

~~SECRET~~

CONFIDENTIAL

12 March 1959

## MEMORANDUM FOR THE RECORD

SUBJECT: CIA Civilian Specialist Reserve

1. At 3 p.m. on 11 March 1959 I attended a meeting to discuss the organization of a two-weeks training program to be given in June 1959 for five civilian reservists of the Office of Security.

2. The meeting took place in room 804, 1016 Sixteenth Street, the office of [ ] of the Mobilization Staff of the Office of Personnel. In addition to [ ] Training Officer of the Office of Security, and [ ] attended the meeting. [ ] is the Office of Personnel Project Officer responsible for the Civilian Specialist Reserve Program of the Agency.

3. The five Security reservists have varied backgrounds. One, a [ ] has had extensive experience with the Office of Security at headquarters and overseas. He resigned about one year ago to enter private business. Two of the reservists have served a tour with the Office of Security at headquarters, but according to [ ] had rather narrow investigative experience. The other two men have some investigative background, but not with CIA.

4. After exploratory conversations, it was tentatively decided that:

- a. The Office of Personnel would require one day for medical processing, etc. with the reservists and at least one-half day of their time should be free.
- b. OTR may be asked to:
  - (1) Conduct A & E testing of the reservists - one day.
  - (2) Provide two days of instruction, including orientation on the Agency's mission, organization, and functions; current intelligence briefing; briefing on civilian reserve program and mobilization and evacuation plans of the Agency.

Document No. 0007NO CHANGE in Class. ☐☐ DECLASSIFIED

CLASS. CHANGED TO: TS S (C)

DATE 11-11-77 BY 4 Apr 77

CONFIDENTIAL

Approved For Release 2000/11/11 : CIA-RDP62-00634A000200110002-4

~~SECRET~~

25X4: 18 JAN 78

By [ ]

~~SECRET~~

c. The administrative handholding and bulk of the training would be the responsibility of the Office of Security. They will organize a tailor-made program out of the three basic courses they now give within their own office. These are:

- (1) Three-week Investigators Course teaching basic investigative techniques.
- (2) Three-week Physical Security Course stressing safes, locks, counter-audio measures, etc.
- (3) Six-week Security Officers Field Course. This course starts with the first week of the Investigators Course, then takes the three weeks of the Physical Security Course, and concludes with two weeks of anti-sabotage and riot training [redacted]

25X1

5. It was decided [redacted] would write letters to the five reservists and ask if they could be available for training during the period 15 - 26 June. It is hoped replies will be received prior to Wednesday, 25 March, when we are to meet again at 3 p.m. at [redacted] office. At that time [redacted] is to present a tentative training schedule which should include the specific contributions OTR will be asked to make to the program.

25X1



25X1

~~SECRET~~

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>	SECRET	<input checked="" type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	C/PPS	<i>[Signature]</i>	12 MAR 59
2	DTR	<i>[Signature]</i>	13 MAR 1959
3	C/IS	<i>[Signature]</i>	16 MAR
4	C/A&E	<i>[Signature]</i>	18 MAR
5	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	<i>[Signature]</i>	
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input checked="" type="checkbox"/>	RETURN
<input type="checkbox"/>			SIGNATURE
<b>Remarks:</b>  4 to 1 & 5: The A&E Staff will, of course, be happy to provide testing and any other services desired in conjunction with this program. To determine the worthwhileness of a testing program, I should like to have some information concerning the purposes the Office of Security believes this will serve.  <div style="text-align: center; font-size: 2em;"><i>File</i></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; width: 150px; height: 20px;"></div>			12 March
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>	SECRET	<input checked="" type="checkbox"/>	SECRET

FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used.

U. S. GOVERNMENT PRINTING OFFICE : 1955-O-342531 (40)